

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME ON APRIL 10, 2009.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR, AST #5. NO COLLECT CALLS.

SPECIFICATIONS  
U.S. Government Printing Office (GPO), Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**"DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

**SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF  
HEAVY VEHICLE USE TAX RETURN IRS PACKAGE 2290 (MAILOUT) 2009**

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Exhibit 1 and 1B – Quantities Exhibit 2 – Diagonal Seam Envelope Exhibit 3 – Side Seam Envelope Exhibit 4 – Extended Flap Return Envelope Exhibit 5 – Daily Production Record Exhibit 6 – Privacy Requirements Exhibit 7 – Core Record Layout	Exhibit 8 – Mailer Envelope Exhibit 9 – Drop Shipment Plan, Sample Exhibit 10 –Postage Summary Report, Sample Exhibit 11 – Postage Reporting Forms Exhibit 12 – Where to File Exhibit 13 – Page Layouts
NOTE: Due to the numerous exhibits in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone 202-512-0526.	

**Scope:** These specifications cover the printing and binding of 921,715 packages assembled, trayed and staged for USPS mailing. All packages consist of one 12-page folded instruction, a 6-page form, a return envelope with an extended flap all inserted into a mailer envelope that completely seals. All forms with vouchers are printed by either impact or non-impact printers utilizing furnished address CDs.

**BID QUANTITIES:** Exhibit 1 shows the Government's bid quantity breakdown by IRS Service Center address.

**CHANGES IN QUANTITY:** The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 25% of the quantities shown in Exhibit 1 until the date specified in the schedule. These quantity adjustments may be made via successive updates of Exhibit 1 or by telephone and will be the FINAL quantity. Billing adjustments for scheduled quantity changes (+ or -) and for subtraction of undeliverables (see Section 5.2) will be at the contractor's quoted "ADDITIONAL RATE". (See Offers Section) If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the FINAL quantity. NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

**SUBCONTRACTS:** The predominant production function of this contract may be either Printing or Imaging. Any other functions, including printing of the envelopes, may be subcontracted per GPO Contract Terms 310.2.

### Section 1 – Schedule

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of the electronic files. In such event, the schedule will be adjusted in accordance with contract terms.

Date	Event/Action Item
4-10-09	Bid opening
4-16-09	Award of contract (Purchase Order Number by phone)
4-23-09	Production/Quality Plans (See Sec. 1.2 & 1.3) and Security Letter (See Sec. 4.12) to GPO & IRS
Negotiated	Preproduction conference at contractor's plant. (See section 1.2)
4-24-09	Address CDs to contractor
4-24-09	Final day Government may make package and envelope quantity adjustments (may be by telephone).
4-30-09	Electronic transfer of copy for envelopes
4-27-09	Electronic transfer of copy for form and instructions
5-4-09	Prior to production samples due. (See Section 4.13)
5-22-09	Contractor must submit Drop Shipment Plan 7.7
5-22-09	NCOA <sup>Link</sup> Report due (See Section 6.2)
5-22-09	Postage summary report due (See Section 1.5)
6-5-09	Complete turnover of packages to U.S. Postal Service
6-9-09	Contractor submits all USPS Form 3602

**1.1 Preaward Plant Survey** may be conducted by Government Printing Office and Internal Revenue Service Personnel to determine if the prospective contractor (and its subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

**1.2 A preproduction conference** will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor **MUST** submit two (2) copies each of detailed written Production and Quality plans, 1 copy to be submitted to IRS and 1 copy to be submitted to GPO. The plans shall be submitted, by the date in the schedule to the IRS, Attn: Pat Morrissey – Room C3-147, 5000 Ellin Road, Lanham, MD 20706 and GPO, Attn: Frank Yator – Room C-829, 732 North Capital St. NW, Washington DC 20401. The proposed quality systems plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved quality systems plan will be reviewed in depth. Items to be included in the production plan are: 1) processing & sorting masterfile CD ROMs (as well as a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS CD ROMs, and any information output from them throughout the period the contractor and/or subcontractors have possession of taxpayer information), 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the quality systems plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there **MAY** be representatives from the Government Printing Office. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

Note: The Quality Systems Plan must be approved by the Government prior to the preproduction conference.

**1.3 Quality Systems Audit:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. The Quality Systems Audit shall also include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated during all phases of production. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time. Failure to maintain the quality systems in accordance with the contractor's plan approved by the Government may result in the Government's termination of the contract for default.

**1.4 Inspection Notification: 72 hours** prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to [Betty.J.Howard@irs.gov](mailto:Betty.J.Howard@irs.gov) and [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov) IRS Form **9558**. A PDF file of Form will be supplied by printing specialist. The form must contain the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If the press inspections is waived, the contractor is required to send 5 press sheet samples overnight to **IRS 5000 Ellin Road, Room C3-147, Attn: Patrick Morrissey, SE:W:CAR:MP:P:B:T, Lanham, MD 20706**. If the IRS fails to respond, proceed as you would have had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

**1.5 Postage Summary:** The reports must be submitted **electronically** by the date/s in the schedule, otherwise there will be a delay in payment processing). Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Submission Processing (SP) Centers and the grand total in a format similar to the one shown in Exhibit 10. E-mail the reports to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov).

**MAILING VERIFICATION:** The contractor *must* update the Electronic Form 13456 and submit via e-mail to IRS at [postage@publish.no.irs.gov](mailto:postage@publish.no.irs.gov) and also e-mail to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov) within three (3) workdays of completion of the mailing. For your convenience, Form 13456 is provided as a fillable PDF file for each GPO job jacket. The IRS will complete the top portion of the form prior to e-mailing the form to the contractor. If any information is missing or incorrect, contractor must contact Patrick Morrissey at 202-283-3874.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type. The form must contain only postage information for the designated GPO jacket. Prior to sending, the contractor must rename the file “GPO Jacket number\_date” i.e. **123-456\_9-02-03.pdf**. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter “a” then “b”, etc. i.e. 123-456\_09-02-03a.pdf. The contractor is responsible for the accuracy of the information returned to the IRS. **Any delay or missing input could result in delay of payment.**

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code “**67039**” in the “Federal Agency Cost Code” box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

**Faxing USPS Postage Statements:** On the same day the completed Form 13456 is e-mailed, the contractor is also required to FAX all associated postage statement forms to the IRS. Contractor is required to FAX postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The fax must contain only postage statements for the designated GPO jacket number. Contractor must not combine postage associated to multiple GPO contracts in a single FAX transmission.

The form must contain entries in the following fields: Name of IRS publishing services specialist, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (*cannot exceed 32 pages including cover sheet*) and Date of fax transmission.

The date on Form 13456-A “Date of fax transmission” must match the date on the associated Form 13456 “Date of fax transmission”. Postage reported on the completed Form 13456 must correspond line by line to the postage statements in the associated fax.

**Within three (3) workdays of completion of mailing, contractor must ship via overnight, traceable means, one complete set of all 13456s’ and barrel date stamped postage statements to: IRS 5000 Ellin Road, Room C3-147, Attn: Patrick Morrissey, SE:W:CAR:MP:P:B:T, Lanham, MD 20706.**

**1.6 Shipping Notification:** Contractors must submit shipping notification on the final day of shipping. Email the notification to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov). Contractor must also submit a load plan for each shipment and copies of the 8125’s.

## **Section 2 - Materials**

**2.1 Furnished by Government:** (1) Electronic Media for forms, instructions, envelopes, Form 6153 Carton Shipping Label (for International packages being sent to DHL); (2) construction samples, (3) address CDs produced in extend Binary Code Decimal Interchange Code EBCDIC format. Contractors must be capable of reading CDs with data compression. CDs furnished will be ZIP code sorted., (4) IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file format, (5) IRS form 9558 – Inspection notification report, (6) a listing of states and zip codes that file at each service center (for correction of new move address service center codes), and (7) forms, one for each bank, to be included with shipment of preproduction samples to banks.

\*Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or CD RW disk in Portable Document Format (PDF) generated from Adobe Acrobat 8.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). **Do not unembed fonts!** This may result in a loss of data. The PDF’s are backward compatible to Adobe Acrobat 6.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films. The contractor must verify the accuracy of the Postal barcodes with the USPS output as part of the envelope printing.

Prior to image processing, the contractor is responsible for checking files contained on the furnished diskette to insure that such features as bleeds, register marks, and correct file output selection have been provided. The contractor must supply necessary trapping. High resolution image processors must be used if generating films.

NOTE: If any Government furnished electronic media is unusable, the contractor must contact Patrick Morrissey on 202-283-3874 within 24 hours. If the contractor fails to do so, no additional time will be allowed in the schedule. No Collect Calls. Contractor must not alter furnished files.

Contractor must schedule an advance planning meeting with the Postal Service, prior to production, to request the furnishing of trays, pallets, trucks and to coordinate a mailing plan.

**DISPOSITION OF FURNISHED MATERIALS:** Postal Service will advise contractor of disposition of unused postal pallets. Contractor must maintain all CD-ROMs in a secure environment for 60 days after completion of contract. After 60 days, contractor must immediately shred/destroy CDs and submit a signed certificate of destruction to IRS on company letterhead. CD-ROMs must not be returned to the IRS.

**2.2 Furnished by Contractor:** All other materials and operations necessary to fulfill the contract requirements, including facsimile transmission capability, any necessary conversion program to utilize Government furnished cartridges and the following:

Print contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0. The print contractor is also required to have Adobe Acrobat 8.0 software (**not Adobe Reader**). Form 13456 is a PDF fillable Adobe Acrobat 8.0 file format. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Patrick Morrissey on 202-283-3874. The contractor **must** update the Electronic Form 13456 and transmit via e-mail to IRS. **Any delay or missed input could result in delay of payment**

**2.3 JCP Standards:** The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

Form - White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Codes A60; or White Writing Paper, basis weight: 18 or 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10.

Instruction - White/Natural (MUST be light shade) Newsprint, basis weight: 28 to 30 lbs. per 500 sheets, 24 x 36", must be equal to JCP Code A10; or White Offset Book Paper, basis weight: 50 lbs. per 500 sheets, 25 x 38", must equal JCP Codes A60; or White Writing Paper, basis weight: 18 or 20 lbs. per 500 sheets, 17 x 22", must equal JCP Code D10.

Return Envelopes (without window) & Mailer Envelopes (with covered window) - White Wove, basis weight: 24 lbs. per 500 sheets, 17 x 22"; containing a minimum of 30 percent post-consumer recovered material.

### **Section 3 – Package Construction**

**3.1 Package Components:** The package consists of (a) Form; (b) instruction; (c) return envelope; and (d) mailer envelope. The package must meet all the requirements of the U.S. Postal Service and the requirements of the IRS for returns processing.

The package will be assembled with (a) thru (c) inserted into (d).

- (a). Form\* - 6 pages, last page is blank, (see exhibit 13 for page layout)
- (b). Instruction - 12 pages
- (c). Return envelope with extended flap
- (d). Mailer envelope with covered window

**3.2 Quantity:** approx. 921,715 packages. Each package contains a folded form, a folded instruction, and an extended flap return envelope inserted into a mailer envelope with the address at the top of page 1 of the form visible through

the window of the mailer envelope.

## **Section 4 - Forms and Instruction Specifications**

### **4.1 Trim Size:**

- Form: Contractor's option (contractor must note in offers section which format will be used)
  - flat 25 1/2 x 11 folds to approx. 8 1/2 x 3 2/3
  - or**
  - flat 8 1/2 x 33 folds to approx. 8 1/2 x 3 2/3
- Instruction: 8-1/2 x 11, bind on the 11" dimension, fold to 8-1/2 x 3-2/3".

### **4.2 Margins:**

- Form: Face and back - 1/2" head, center left & right. (The margins and detached size for all pages must not vary more than 1/16".)
- Instruction: 1/2" head, center left and right.

### **4.3 Ink:** Form and Instruction – Black ink only

### **4.4 Printing:**

- Form: Forms print head-to-head in black ink, on either White Writing or White Offset Book.
- Instruction: print head-to-head in black ink with no blank pages, on either Newsprint, White Writing, or White Offset Book.

### **4.5 Folding:**

- Form: Use accordion fold to fold from flat size (section 4.1) to 8 1/2 x 11 and then barrel fold to fit in mailer envelope with Form 2290 page 1 and imaged address facing out. The bottom parallel fold must not interfere with the payment voucher.
- Instruction: Fold instruction from 8-1/2 x 11" to 8-1/2 x 3-2/3" using two parallel folds, title out.

**4.6 Perforations** (Form only): Depending on format chosen from section 4.1, full perforations (horizontal or vertical) must be placed to attain final detached page size of 8 1/2 x 11 (see exhibit 13). The voucher page (blank back) must also perforate horizontally 3-1/4" from the bottom trimmed edge, to provide a detached size of 8-1/2 x 3-1/4 for the payment voucher. The payment voucher cannot have a perforation on the right edge.

All perforations must be slit or slot (pinhole not acceptable) and provide a clean edge. Perforations must be of such strength as to prevent separation during normal mailing and handling.

**4.7 Binding:** Instruction - Saddle-stitch in two places, or paste on fold, on the 11" bind dimension.

**4.8 GPO Imprint:** Contractor must set and insert a GPO imprint line per GPO Pub. 310.2.

**4.9 Address CDs:** The IRS will furnish CDs for imaging. These CDs to be received by contractor on or before the date specified in the schedule. 100% retrieval of all necessary information is required.

**4.10 Computerized Imaging System:** Computerized imaging is required, by either impact or nonimpact printers, directly on three pages of the form utilizing the furnished address CDs. It is the contractor's responsibility to ensure that the imaging equipment used on this contract has the capability to image all required areas (reference image areas in Exhibit 13). If imaging of the forms is performed at more than one location, the forms for any one Service Center MUST be produced at the same location.

Imaging must meet the following specifications:

- a) The font must be OCR-A, Font size 1, 12 pt.
- b) The imaging must be black ink.
- c) All characters must align.
- d) No missing data or entries.
- e) No duplicate data or entries.

- f) Imaged address area will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)
- g) There will be a maximum of 35 characters per line and spaced 6 lines per inch vertically.
- h) No broken characters.
- i) No smearing.
- j) No visible wicking.
- k) No visible gloss.
- l) Reflectance of characters shall be visually uniform across the image area.

**Address Copy Changes:** The addresses change from package to package. Carrier route endorsement and other optional endorsement lines must be in one, set position throughout the run and appear, with the address, in the window of the mailer envelope of each package. The taxpayer ID number **must not** be visible in the window of the mailer envelope. Addresses and other information are to be placed by computerized imaging directly on three pages of the form.

If CDs furnished do not conform to contractor's equipment, the contractor must take IRS data and reformat it to produce all of the required information using their own equipment. The contractor may notify IRS Enterprise Computing Center (ECC) directly for missing CDs and/or for replacing CDs received in unusable condition or out of ZIP code sequence. Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD number; and a brief explanation of the problem. The contractor will be required to develop software to edit and reposition the various data elements taken from the CD to be applied to pages 1 and 4.

The contractor will also be required to produce a unique number (that may be printed on three pages) for each copy of the form so the contractor may retrieve & reproduce records for any unusable forms by using their equipment. If the unique number contains more than 10 characters, it must NOT begin with 1800, 1866, 1877, 1888, or 1900. The contractor will be furnished a record layout (See Exhibit 7).

See Exhibit 7 for an example of information that is necessary to appear on the upper portion of page 1 and (except for the carrier endorsement and the bar code) in two other locations on another page of the form. The contractor will be required to take information from the furnished CDs and format it to create an 11-digit Delivery Point Barcode for the purpose of the Government receiving the U.S. Postal Service's delivery point barcoded mail discounts. This Barcode is to be imaged within the corner marks near the top of page 1, below the last line of the address, in accordance the USPS Domestic Mail Manual.

**Voucher:** A payment voucher is included in the form (blank back). Most of the information at the top of page 1 will be imaged on the voucher, with the exception of the carrier route endorsement and barcode and the addition of one OCR-A scanline and an IRS P.O. Box address (see Exhibit 7). The voucher is 8-1/2 x 3-1/4". The document scanline must be vertically positioned 1/2" from the bottom edge of the voucher to the bottom of the scanline. The rightmost character of the scanline must be placed 3-1/2" from the right (leading) edge of the voucher. The recommended maximum displacement is no more than .014" between characters. The scan line must have a clear band at least 3/8" in width, from the top of the scan line to the bottom of the address above.

**NOTE:** Name and address character positions 42 - 205 will be repeated above and to the left of the voucher scanline in an area 3 x 5/8". Print each group of 40 bytes, line by line, beginning with the 1st name line followed by the 2nd name line, street address, city, state and zip code. Taxpayer ID number (TIN) character positions 04-13 will be repeated above the first name line in an area 3 x 1/4". The contractor will have to create and image the IRS P.O. Box address above and to the right of the voucher scanline in an area 3 x 9/16" (see Exhibit 7). The contractor will use the IRS P.O. Box address on the extended flap of the approved return envelope proof.

After the IRS P.O. Box address has been programmed in (but prior to passing the file), the contractor must submit, as soon as the contractor deems necessary in order to comply with the contract schedule, a printout by e-mail to Doris.E.Bethea@irs.gov and Maria.Y.Jackson@irs.gov marked "Lockbox Address Proof, GPO Jacket 348-531" for approval (to ensure that the programmed addresses are in conformance with the approved return envelope proofs). Approval, conditional approval, or rejection will be given (by telephone or e-mail) within one workday of receipt in the IRS.

**4.11 Quality Control:** The contractor must maintain a thorough quality assurance program to guarantee that not more than 6% of the delivered forms contain an illegible (non-scannable) line when run on a Scan-Optics Series 9000;



Banc Tec Models TRP 700, 9400, 9500, DP500; or Unysis scanner models. One questionable character in any of the print constitutes an illegible line. The contractor must immediately replace any damaged, mutilated or illegibly addressed forms during the imaging operation. Any packages damaged so as to be unusable during the folding and inserting operations must be replaced at the end of the run by using the unique number on the forms to rerun replacement. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing. Spoiled and recaptured mail must be catalogued in a database. The database report must be emailed to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov) at time of completion.

**Spoiled Packages:** The contractor must replace all spoiled imaged packages. The contractor must provide sufficient detail to fulfill the contract requirements for 100% mailing that there are no missing pieces.

**4.12 CD Security and Security Letter/Plan:** The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must fax or e-mail, on company letterhead (reference the GPO jacket number), to Patrick Morrissey at 202-283-0055, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://WWW.IRS.GOV) then click on forms and pubs, or from IRS by calling 1-800-829-3676). Also (See Privacy Act Exhibit 6).

**Unusable CDs:** The contractor may notify IRS Enterprise Computing Center (ECC) directly for missing CDs and/or for replacing CDs received in unusable condition or out of ZIP code sequence. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of CDs, it will be taken that none exists.* Call ECC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; CD number; and a brief explanation of the problem. The contractor will be required to develop software to edit and reposition the various data elements taken from the CD to be applied in the required areas of each package.

**4.13 Prior-to-production samples are required** Using furnished electronic media provided for dummy copy of the form, submit 540 samples of all imaged pages (use CDs for imaging 530 samples and the furnished scan line information for imaging 10 copies) on specified stock. 500 samples must be detached to provide a 8-1/2 x 11" Schedule 1; a 8-1/2 x 11" Form 2290; and a 8-1/2 x 3-1/4" 2290-V payment voucher.

The samples imaged using the furnished scan line information must be submitted intact. Submit samples no later than the date specified in the schedule. Samples are to be shipped at the contractor's expense, by an overnight delivery service. Contractor must include a copy of the shipping documents along with the samples submitted to the GPO to show that the remaining samples have been sent. These samples will be used to test for proper type font, spacing, alignment, stock, imaging quality, etc. Contractor will be given an approval, conditional approval, or rejection within 7 workdays after receipt in GPO. Contractor is not authorized to print prior to receipt of an approval or conditional approval.

scan line: 123456789 AA 0000 05 2 200806 610

AA 12-3456789

ECRLOT \*\*CO 17

name JUN2009 S17 U  
and JAMES A & ANDREA A BUSINESS  
address 16305 Main Avenue N.W. 000 [denotes tray number]  
data: ANYTOWN US 99999-9999  
[include delivery pt. barcode]

IRS Internal Revenue Service  
P.O. Box P.O. Box 804525  
address Cincinnati, OH 45280-4525  
data:



Samples	Specifics	Address	
15	Intact and imaged	Internal Revenue Service Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T 5000 Ellin Road – Room # C3-147 Lanham, MD 20706	Use test data
5	Intact and imaged	Internal Revenue Service Attention: Doris Bethea, SE:W:CAS:SP:RD:LP 5000 Ellin Road C5-163 Lanham, MD 20706	Use test data
15	Intact and imaged	Internal Revenue Service Attention: Doris Bethea, SE:W:CAS:SP:RD:LP 5000 Ellin Road C5-163 Lanham, MD 20706	Use furnished scanline information above.
500	Detached and imaged	US Bank 1401 Dalton Avenue Cincinnati, OH 45214 ATTN: Kerri Behanan	Include one furnished form (lockbox problem report) with shipment. Mark "TEST SAMPLES for IRS Package 2290" on the label of each container.

**4.14 Proofs:** Contractor must submit 2 set(s) of Dylux or similar proofs, of Form and Instruction. Proofs provided must be of 1200 DPI Resolution or better. Proofs must be printed on the actual production stock, must be 2-sided, trimmed and folded to replicate finished product. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be held 3 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior receiving an approval or conditional approval. At the government's request, one revised proof may be requested. Revised proof will be held two days from receipt at IRS until made available for pickup.

At contractor's option, digital proofs (imposed Adobe Acrobat (PDF version 1.4) soft proof ) created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs will be emailed to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov) and [fyator@gpo.gov](mailto:fyator@gpo.gov) or to a predetermined FTP site. If a predetermined FTP site is used, there must be proof of submission dates and approval dates and contractor must notify the IRS and GPO via email/phone of the time/date the file was posted. The PDF proof will be evaluated for image position, pagination, trim size, position of perforations and color breaks; it will not be used for color match. The proofs will be checked for quality and compliance with the contract specifications, approved, rejected or approved with comments and the contractor will be notified, via email, within two (2) business days after receipt of the email.

If, in the opinion of the GPO and/or the IRS, the proofs are not a true representation of the furnished copy, or if any contractor's errors are considered serious enough in the opinion of GPO, revised proofs may be required and are to be provided at no additional expense to the Government. No additional time will be allowed for this reproofing and such operations must be accomplished within the original production schedule allotted in this contract.

Submit proofs by traceable means to: Internal Revenue Service, Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T, 5000 Ellin Road – Room # C3-147, Lanham, MD 20706. The container and accompanying documentation must be marked "FORM/INSTRUCTION/INSERT PROOFS" and must include the GPO Jacket Number.

## Section 5 – Envelope Specifications

### 5.1 Size and Quantity (See Exhibit 1 for quantities):

- Mailer Envelope - 4-3/4 x 9-1/2", with a covered window 1-1/2 x 4-3/4" on the face. Position of window is approximately 2" from the left face edge and 1-1/2" from the bottom face edge. See Exhibit 8 for dimensions but contractor must determine exact placement of window so mailing information shows after form is inserted. **The check digit and taxpayer identification number are not part of the mailing information**

**and must not be visible through the window.**

- Extended Flap Return Envelope - 4-1/4 x 9".

**5.2 Paper:** White Wove, sub. 24 lbs.

**5.3 Construction:** All envelopes must have a fold at bottom, the bottom may not be glued. No perforations are allowed on the bottom and top folds. When envelopes are sealed, the glue strips on the envelope flaps must be entirely sealed from left to right along the entire glue strip.

Construction options for Mailer Envelopes: Diagonal seam or side seam. Side seam envelope – the gum line must be applied along the length of the flap to within not more than 1/2" of each end of the flap and must be 5/8" wide. Diagonal seam - the gum line must be applied along the length of the flap to within not more than 1/2" of each end of the flap and must be at least 1/2" wide. Envelopes must be completely sealed prior to mailing. (See Exhibits 2 and 3).

Construction for Extended Flap Return Envelope: Manufacture open side with side seams and a 2-3/8" flap with a 1-3/4 x 7-1/2" gum line. Perforate (slit or slot without ink) the flap in three places: once horizontally 1-1/4" from and parallel to the flap fold and vertically in two places 3-7/16" from left and right edge of the flap (See Exhibit 4).

#### **5.4 Printing:**

**Mailer Envelopes:** Envelopes print face and back in black ink. There are two mailer envelope versions - one for domestic mail and one for international mail (D.O. 96, 97 & 98)- The mailing indicia is removed for the international mailer envelopes. See Exhibit 1B for the quantity breakdown.

**Return Envelopes:** Envelopes print face and back with black ink. The outside (ungummed) side of the flap prints black and Pantone 100 Yellow. All return envelopes print the same.

**5.5 Sorting Codes:** Each postal sorting bar code is comprised of fifty-two full and half-bar configurations and is for scanning by the U.S. Postal Service. A Postal Bar Code will print below each of the two addresses on the extended flap of each return envelope. Postal Bar Codes will be in position in the furnished files but it is the contractor's responsibility to check them for accuracy.

**5.6 Facing Identification Marks (FIM Bars):** Printed on the upper right face of the return envelope. They will be in position on furnished envelope copy.

**5.7 Envelope Proofs:** Contractor must submit 2 sets of proofs of each service center return envelope and mailer envelope. Submit proofs as soon as the contractor deems necessary in order to comply with the contract schedule. Contractor will be given either an approval, conditional approval, or rejection, may be by telephone. Proofs will be withheld 4 workdays from receipt in the IRS until they are made available for pickup by the contractor. Contractor is not authorized to print prior to receiving an approval or conditional approval. At Agency request, revised proof may be requested. Revised proof to be held 2 work days from receipt at IRS until made available for pickup by the contractor.

Submit proofs by traceable means to: Internal Revenue Service, Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T, 5000 Ellin Road – Room # C3-147, Lanham, MD 20706. The container and accompanying documentation must be marked "ENVELOPE PROOFS" and include the GPO Jacket Number.

**5.8 Envelope Quality Control Procedures:** The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site.

**5.9 Subcontractor:** If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

**5.10 Envelope Samples:** Immediately after the start of envelope production, send 25 samples, of the return envelope and each mailer envelope, by an overnight delivery service, at contractor's expense, to IRS. See Production Samples Section 9 (B).

## Section 6 - Addressing and Mailing of Tax Packages

**6.1 Imaging Quantity:** Contractor is required to image taxpayer information, name, and address on approximately 921,715 forms. The contractor is to call GPO IRS desk, 202-512-0307, for instructions on how to handle any remaining copies after the addressing is complete.

**6.2 Preparation for Mailing and NCOA<sup>Link</sup>:** IRS will furnish the contractor with address CDs sorted by ZIP code. The service center code included in the record layout can be used by the contractor for sortation of addresses by service center. The raw data contained on these CDs has been passed through Finalist Software (equivalent to Code 1 of Group One Software) for hygiene and standardization. Contractor is responsible for taking the IRS raw data file and, using a licensed full service NCOA<sup>Link</sup> provider, passing the file against the National Change of Address<sup>Link</sup> (NCOA<sup>Link</sup>) file. Contractor must provide IRS with a file of the NCOA<sup>Link</sup> Return Codes listing the return code, the address designation, and the how description code. In addition, contractor must provide all applicable reports. Email the file to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov).

Contractor must specify in their bid - Offers section, the name of the NCOA<sup>Link</sup> full service provider to be used.

Contractor must pass the entire file against a Coding Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor must use Group 1 International cleansing software or equivalent to increase deliverability of the foreign mail.

Undeliverables: **Code 01/ foreign move, Code 02/ no forwarding address, and Code 03/closed post office box** will be removed from the mailing. Provide IRS with a summary report of the NCOA<sup>Link</sup> Return Codes listing the return code, the address designation, and the how code. The summary report will include the number of undeliverable mail pieces and the number of good move address mail pieces as well. Email this report to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov) within 3 workdays of completing NCOA<sup>Link</sup>.

Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished electronic file, and merge the new move addresses back into the mail file. NOTE: The check digit must be suppressed for all new move addresses, but the EIN must remain in the same position (see Exhibit 7).

Change of Address Indicators: Image a vertical solid bar 1/8" wide and 1" long; just outside the upper left corner mark of the address block of Form A to identify each new move address.

NOTE: The information contained on magnetic CDs provided to IRS must be formatted, as for an address label. Computer dumps are not acceptable.

**6.3 Carrier Route Presort:** Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address). Contractor must provide the listings, reports, etc. to perform the mailing operation. Contractor is responsible for coding and assigning all carrier route numbers, endorsements, and delivery point bar codes.

The contractor's software package must also analyze and resequence mail lists for tray optimization. It must provide bar-coded tray tags coded to addresses.

In general, the carrier route mail preparation must consist of tying or wrapping packages of ten or more pieces per carrier route. The number of pieces per carrier route is indeterminate, and random (may be resequenced) but will be at least ten. The contractor must tie by carrier route quantities less than a full tray.

Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that in most cases, depending on the thickness and weight, individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets. See DMM for specific requirements.

**6.4 Carrier Route Address:** Each carrier route address must contain a carrier route endorsement and carrier route number. There must be no carrier routes that have fewer than ten pieces. Each new carrier route must be identified by change indicators in the address area.

**6.5 Carrier Route Listing:** Contractor must provide printout listings for the carrier route portion that show the number of pieces for each carrier route, within ZIP Code, city and state. A subtotal by 5-digit ZIP Code, 3-digit ZIP Code, residual mail, and service center must also be provided.

**6.6 USPS Regulation Compliance:** The contractor must comply with all U.S. Postal Service regulations governing Standard Mail (or parcel post, for some bulk shipments), as outlined in the Domestic Mail Manual (DMM).

**6.7 Tray Numbers:** The addressed packages must carry a tray number/code.

**6.8 ZIP Code Sequence** (within the Service Centers): Contractor must maintain addresses in ZIP code sequence. The first address with either a new five-digit ZIP code, new carrier route, new package or tray must contain change indicators in the City, State Zip Code line.

**6.9 ZIP Code Count Listing:** Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count report for the contractor's use during the addressing operation. A copy must also be provided to the IRS resident coordinator.

**6.10 IRS Resident Coordinator:** One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of CDs, monitoring of the imaging, printing, binding, quality control sample selection, packing, staging, and distribution of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. **The contractor will furnish office space to include a desk, telephone, personal computer with CD Drive and internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 8.0, and current Microsoft Office software suite for submitting reports. Access to a fax machine will also be required for the coordinators.** This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (The contractor will have long distance charges reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service. The contractor and resident coordinator will conduct product sampling. The contractor must make contractor pulled samples available to the coordinator for review. The coordinator will keep and record information from (12) contractor samples each day and submit a report to the IRS Print Specialist. The coordinator will also pull their own quality samples from each production line throughout the day and document (32) on the same report that goes to the IRS Print Specialist. These samples are outside the scope of any sampling the contractor may do as part of their own internal quality plan and must be captured as spoilage and put back into the mailing. The contractor must maintain storage of these samples for a warranty period of 120 days as outlined in GPO contract terms.

**6.11 Daily Production Report:** The contractor will provide daily production information required to complete Report Form 9659 (See Exhibit 5). The IRS Resident Coordinator will email this report every weekday to [Betty.J.Howard@irs.gov](mailto:Betty.J.Howard@irs.gov) and also to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov). In the absence of the coordinator, contractor must email the report as specified above. **ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.**

**6.12 Loading Information:** In addition to daily production report, contractor must furnish a copy of postal service loading sheets, as trailers are released.

## **Section 7 - Packing and Loading Packages (FOB Contractor's City/FOB Destination)**

**7.1 Postal Pallets and Trays:** The U.S. Postal Service will furnish trays and pallets upon contractor's request. Contractor may utilize their own pallets that meet postal requirements at their own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements outlined in the Domestic Mail Manual (DMM) for "Packages and Bundles Presented on Pallets" and "Palletizing Sacks". See the DMM for preparation requirements for palletizing Standard Mail. Packages must be palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by

consulting local Postal Customer Representatives or regional pallet team.

**7.2 Tray Loading and Marking:** The Postal Service Standard Mail rate will be used for this mailing. The contractor must comply with the requirements of the Postal Service, as outlined in the DMM.

**7.3 Internal Tying:** Pieces may be packed loose (no internal wrapping or tying) in either carrier route or 5-digit ZIP code direct trays. All trays containing mixed carrier routes or 5-digit ZIP codes require internal wrapping or tying in direct bundles of ten or more pieces. See DMM for more details.

**7.4 Standard Mail Rate:** The Postal Service will verify the total weight of the mailing. No optional mailing procedures will be allowed, all mail must be weighed. IRS will not apply for plant load authorization nor optional acceptance procedures. The contractor must comply with all DMM regulations governing use of Standard Mail (or parcel post, for some bulk shipments). The IRS will obtain the bulk mail permit for this mailing. All stamped Postage Statements, with the IRS Agency Cost Code "67039" in the appropriate box, must be faxed upon completion of the mailing as indicated in Section 2.2 of this contract and must be completed for each truckload shipment leaving the contractor's facility.

**7.5 Location of Point of Entry:** Contractor will specify in their bid the location of the proposed point of entry for the tax package mail (see Offers Section 10).

**7.6 Postal Trucks:** If trucks, trailers or vans are needed from the U.S. Postal Service it is the contractor's responsibility to schedule an advance planning meeting with the Postal Service and request these services. However, physical loading is the contractor's responsibility in conformance with the U.S. Postal Service loading plan.

**7.7 USPS Plant-Verified Drop Shipments:** The contractor will be required to drop ship all mailed quantities directly to the BMCs and SCFs. To accomplish this, the contractor must prepare and implement a detailed plant-verified drop shipment plan from the furnished preliminary mail.dat files. The net mailing cost to the Government from the drop shipment plan (after freight costs and postal discounts are factored in) must be included with the contractor's bid (see Section 10). Contractor must also include any administrative costs for preparing and implementing the drop shipment plan in their bid. The submitted drop shipment plan must include mail stream penetration.

On or before the date in the schedule, the contractor MUST submit its detailed plant-verified drop shipment plan, which is subject to government approval, for direct shipments to the BMCs and SCFs. The detailed drop shipment plan must be submitted to [fyator@gpo.gov](mailto:fyator@gpo.gov) and also to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov). The drop shipment plan must be in the basic format shown in Exhibit 9 page 1, showing the piece count, approximate weight, postal discount, freight charges, net savings, number of transit days for each shipment, fuel surcharges, air freight charges and net postage costs to the Government.

Reimbursement for the actual freight costs will be made from copies of the commercial carrier freight bills that must be submitted with the contractor's invoice, and each freight bill must show the shipping cost and weight of the shipment. If the contractor utilizes a freight consolidator, payment will be made with submission of the consolidator's invoices showing actual charges to the contractor. Reimbursed freight costs will not be subject to any "prompt payment discounts." The contractor must provide the scheduled dates for dropping at the BMCs and SCF, etc. (see exhibit 9). Contractor must include copies of USPS Forms 8125 signed by recipient at destination with their freight bills/invoices or Track/Trace reports showing the appointment dates and USPS furnished confirmation numbers. Freight charges must not exceed those in the furnished drop shipment proposal, except for allowable fuel surcharges. Email the drop shipment plan to [fyator@gpo.gov](mailto:fyator@gpo.gov) and also to [Patrick.J.Morrissey@irs.gov](mailto:Patrick.J.Morrissey@irs.gov).

**7.8 SCF and BMC Appointments:** Contractor must submit logistics plan outlining SCF and BMC appointments.

**7.9 Turnover requirements:** The priority for the mail turnover is: 1) packages for Alaska, Hawaii and Puerto Rico first; 2) then packages for the furthest destinations; and 3) packages for the closest destinations last.

The packages for Alaska, Hawaii, Puerto Rico and Guam must be delivered via AIRFREIGHT, within 3-5 days after release by the contractor. If the quantity to any one of these destinations is less than 200 pieces it must be sent via AIRFREIGHT and marked to the specific postmasters (see Exhibit 1B for additional information). The costs for these deliveries will be reimbursed by the Government and must be included in the drop shipment plan.

**7.10 Packing** - F.O.B. Contractor City: Consignments weighing less than 1 pound must be mailed via reimbursable (contractor must prepay postage) First Class Mail.

The balance of consignments weighing 750 lbs. or less to one destination must be shipped via UPS using an IRS account number which will be provided after award. The contractor must have the capability to generate UPS shipping labels electronically. It is the contractor's responsibility to be familiar with UPS electronic shipping methods. There are several methods to generate electronic shipping labels, either through a UPS shipping system UPS WorldShip System or UPS Internet Shipping) or a 3<sup>rd</sup> Party Shipping Software (Pitney Bowes Shipping Software, etc.). In addition to basic addressing requirements, UPS shipping systems provide two reference fields "GPO Jacket Number" and "IRS Print Requisition Number" that are required.

INTERNATIONAL PACKAGES (D.O. 96, 97, and 98): Deliver FOB Destination to DHL, Inc. (See Exhibit 1B). The international packages for D.O. 96, 97, and 98 are to be shrink-film wrapped individually. Pack copies in shipping cartons in alphabetical order separated by country with a slip sheet between each country and number cartons 1 of 5, 2 of 5, etc. A completed IRS Carton Shipping Label (Form 6153) must be affixed to the end of each carton (never on the top, sides, or bottom).

## **Section 8 - Quality Systems**

**8.1 Quality Systems:** The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

**8.2 Quality Systems Official:** The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

**8.3 Records:** Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan. All quality control samples must be produced at no additional cost to the Government.

**8.4 Inspection by the Government:** The right of the Government to make general or specialized tests and inspections does not relieve the contractor of any responsibility.

Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

**8.5 Quality Systems Plan:** The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Internal Revenue Service, Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T, 5000 Ellin Road – Room # C3-147, Lanham, MD 20706. The proposed Quality Systems Plans are subject to Government approval.

**8.6 Quality Assurance Levels and Standards:** The following levels and standards apply to the products ordered under these specifications:

Product Quality Levels. -

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.



(c) Exceptions. - Trim size and margins must be maintained within a 1/16" variation for the forms. Any deviation will be considered a major defect.

Inspection Levels (from ANSI/ASQC Z1.4).-

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standard. - The specified standards for the attributes requiring them shall be:  
Attribute Specified Standard

P-7. Type Quality and Uniformity O.K. Press Sheets

P-9. Solid and Screen Tint Color Match O.K. Press Sheets

Special Instruction: In the event the inspection of the press sheets is waived by the Government, the following alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Electronic Files.

P-9. Pantone Matching System.

**Section 9- Production Samples:** The copies included in A, B, C, D, and E are considered sample copies and will not be included in the quantity ordered and can not be included in the quantity billed. For package samples use any version return envelope. All package samples should include Insert B.

**A. Quality Assurance Samples:** 200 imaged packages, comprised of an equal number of packages from each Service Center, shall be sent at the completion of production to test for compliance against specifications. The contractor must divide the entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished, Pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, North Capitol & H Sts. NW, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies" must be included with the Quality Assurance Random Copies.

**B. ENVELOPE SAMPLES:** Immediately after the start of envelope production, contractor to ship or mail, at contractor's expense, using an overnight delivery service as follows:

Samples	Specifics	Address
5	Each package mailer envelope and business reply envelope	Internal Revenue Service Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T 5000 Ellin Road – Room # C3-147 Lanham, MD 20706
500	From the Cincinnati SC 17 business reply envelope	US Bank 1401 Dalton Avenue Cincinnati, OH 45214 ATTN: Kerri Behanan

**C. PACKAGE SAMPLES:** Ship or mail, by an overnight delivery service at contractor's expense, 35 printed and imaged using the furnished "James A and Andrea A Business" scan line information from the prior-to-production samples section, unsealed packages within 24 hours of inserting startup as follows:



Samples	Specifics	Address
15	Imaged as noted above	Internal Revenue Service Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T 5000 Ellin Road – Room # C3-147 Lanham, MD 20706
15	Imaged as noted above	Internal Revenue Service Attention: Doris Bethea, SE:W:CAS:SP:RD:LP 5000 Ellin Road C5-163 Lanham, MD 20706
5	Imaged as noted above	Internal Revenue Service Attention: Betty Howard, SE:W:CAR:MP:P:B:T 1111 Constitution Avenue, NW Room 6558 Washington, D.C. 20224

#### D. GPO Samples:

Ship 15 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Ship 1 copy marked "Depository Copies Item 0964-E" to the U.S. Government Printing Office, H Street Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies" that are mailed to GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

#### Section 10- OFFERS

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND FOR SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for the "ADDITIONAL RATES" must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award. Bidder MUST submit a price for each line item under the "Additional Rate" Section. If an entry of NC (No Charge) is entered, it shall be held that the bidder intends to furnish those items at no charge to the Government.

Transportation and mail costs will NOT be used as a factor in the basis of award.

**10.1** At the same time invoices are submitted to GPO for payment, **contractor must submit** a duplicate copy to Internal Revenue Service, Attention: Patrick Morrissey, SE:W:CAR:MP:P:B:T, 5000 Ellin Road – Room # C3-147 Lanham, MD 20706.

**10.2** Printing, folding, and imaging 921,715 forms; printing and folding 921,715 instructions; manufacturing and printing 921,715 return envelopes and 921,715 mailer envelopes; inserting form, instruction, and return envelope into mailer envelopes; packing, staging, and turnover of 921,715 packages to Postal Service for Standard Mail.  
.....\$\_\_\_\_\_

Form format (size) selected.....  
\_\_\_\_\_

The bidder must state the administrative cost for preparing and implementing the drop shipment plan which will be added to the base bid price above as a factor in determining award.....\$\_\_\_\_\_

**10.3** Prices for quantity changes "ADDITIONAL RATE" (A price must be submitted for each line item)

Printing and folding forms.....per 1,000..\$\_\_\_\_\_

Variable imaging forms.....per 1,000..\$\_\_\_\_\_

Printing and folding instructions.....per 1,000..\$\_\_\_\_\_

Manufacturing and printing mailer envelopes:.....per  
1,000..\$\_\_\_\_\_

Manufacturing and printing extended flap return envelopes.....per  
1,000..\$\_\_\_\_\_

Inserting form, instruction, and return envelope into a mailer envelope.....per  
1,000..\$\_\_\_\_\_

Packing, storing, staging and turnover of packages for Standard Mail  
(including carrier route sorting).....per  
1,000..\$\_\_\_\_\_

Passing records through NCOA <sup>Link</sup>.....per 1,000  
records..\$\_\_\_\_\_

The bidder must also furnish the following information:

**10.4** Type of addressing equipment that will be used:

\_\_\_\_\_

**10.5** Name, address, and phone number of subcontractors, if any, and what they will perform on this contract:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Envelope Manufacturer:\_\_\_\_\_

\_\_\_\_\_

**10.6** Post Office for entry of mail packages (Standard Mail):

City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Signature of Bidder

Fill out and return Page 17 attached to GPO Bid Form 910.

**SUBMIT WRITTEN BIDS TO:** U.S. Government Printing Office, Bid Section (PPSB), Room B-104, 45 G St. NW, Washington, DC 20404.

**FACSIMILE BIDS ARE PERMITTED:** Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

**Note:** With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.